

Owner Name : Date :
 Address :
 Email Address : Zip :

May we email you with questions or a decision, for faster response time? ☐ YES ☐ NO

GENERAL DESCRIPTION OF IMPROVEMENT MODIFICATION

Location (If applicable) :
 Dimensions (If applicable) :
 Construction Material (If applicable) :
 Supplier/Contractor : Approx. Cost :

REQUIRED DOCUMENTATION: The following documentation MUST be provided for consideration

- ☐ Plat of Survey with the project and dimensions included on the plat
- ☐ Copy of Building Permit if applicable
- ☐ A catalog photo, Suppliers drawing or picture material used must also be submitted

As of the approval date of this improvement/modification, I accept full responsibility for the upkeep, maintenance, and replacement of the improvement/modification and do hereby hold the Association harmless against all claims. Should this improvement/modification be maintained in improper condition, in accordance with the Rules and Regulations and/or Declaration, the Association reserves their right to remove said improvement/ modification and all associated costs to be billed back to the homeowner.

Additionally, I understand that commercial signs are not permitted by the association: I agree to instruct any contractor working at/on my unit not to place any signs on or around the property and will not accept any reimbursement from the contractor for allowing them to post a commercial sign. Should a sign or signs be posted, I understand that a Notice of Violation may be issued and/or fines may be asserted by the Association.

Signature of Homeowner

Date

FOR INTERNAL USE ONLY

Date Received : ☐ APPROVED ☐ DISAPPROVED

Signature of Management,
On behalf of the Board of Directors Date :

REASON OF DISAPPROVAL :

REASON OF DISAPPROVAL :

☐ NEW PRODUCTS MUST MATCH THE EXISTING IN SIZE, COLOR AND STYLE.

